

**Subject:** Re: LEA Has Not Started on the 2017-18 CRDC  
**From:** Xochitl Lira <xlira@newlosangeles.org>  
**Date:** 2/19/19, 8:49 AM  
**To:** Brooke Rios <brios@newlosangeles.org>

I will submit it for both schools, we have until April 22nd.

On Tue, Feb 19, 2019 at 8:48 AM Brooke Rios <brios@newlosangeles.org> wrote:

Hi Xochitl,

Can you update me on this?

Sent from my iPhone

Begin forwarded message:

From: Civil Rights Data Collection <crdc2@edlistservs.org>;  
Date: February 19, 2019 at 7:06:23 AM PST  
To: Brooke Rios <brios@newlosangeles.org>;  
Subject: LEA Has Not Started on the 2017-18 CRDC  
Reply-To: [crdc@aemcorp.com](mailto:crdc@aemcorp.com)

Greetings,

You are receiving this email because you are listed as your district's Superintendent, Principal Contact and/or Alternate Contact Person for purposes of the Civil Rights Data Collection (CRDC).

According to our records, your LEA has NOT begun to submit the required data into the CRDC submission system. You must activate your account to submit your district's data for the 2017-18 CRDC. Please take the following steps to access the CRDC submission system:

1. Navigate to the CRDC Submission System (<https://surveys.nces.ed.gov/CRDC/>)
2. Select the "Forgot your password" link on the home page (<https://surveys.nces.ed.gov/CRDC/UserAccount/PasswordReset>)
3. Enter your email address and select "Reset Password"
4. You will receive a system generated email from [crdc@ed.gov](mailto:crdc@ed.gov) that includes a link to reset your password. Please note, your email address is your username when accessing the system.

The CRDC submission system will close to LEAs beginning the week of April 22, 2019. We strongly encourage you to begin the submission process in order to and certify your data submission by the due date.

The Office for Civil Rights (OCR) is tracking the progress of districts throughout the data collection period and it is important that your data are complete, timely and accurate. The CRDC Partner Support Center (PSC) would like to offer several tips to assist you in submitting your data and certifying by the deadline.

#### Indicator Questions

Throughout the CRDC, there are "indicator questions" that require a yes/no response. A "no" answer to an indicator question lets the CRDC submission system know that additional questions on that topic do not apply. The CRDC will skip these questions for you. For example, if a school indicates that no students are enrolled in Advanced Placement (AP) Mathematics, the submission system will skip over the question asking for

counts of students in AP Mathematics based on demographic subgroups.

#### Skip Logic and Auto-Zero Improvement

To relieve data entry burden, skip logic and auto-zero logic have been built into the submission system to automatically enter values where possible.

Skip logic refers to questions that do not need to be answered based on the response provided to a previous question. For example, if a respondent answers that preschool services are not provided by a school, any future questions pertaining to preschool would be skipped and respondents would not have to answer those questions.

Auto-zero logic applies when enrollment counts are reported as zero, such that later questions pertaining to a sub-set of the enrollment count will automatically have zeros filled in the response. For example, if overall enrollment for Hispanic Males is zero, any subsequent questions pertaining to Hispanic Males will be automatically filled with zero.

#### Integration between Flat File Upload and Data Entry

Users are able to choose between uploading data via a flat file or manually entering data into the submission system. Either method or a combination of both may be used to enter and correct data.

#### Partial File Submission

LEAs have the ability to submit partial data files to the submission system. A specific LEA or school form record does not need to contain all data elements for the form.

Subsequent submissions for a specific LEA or School form record need only contain additions or changes to data elements submitted previously. If previously submitted data need to be revised, users can simply re-submit the updated data for that individual school or LEA.

#### Additional Resources

The following documents are available on the CRDC Resource Center to assist you in submitting your data:

\* List of Data Elements (Flat File Specs): <https://crdc.grads360.org/#communities/pdc/documents/16888>

\* Excel Template LEA Form (used to input the LEA-specific data and contains all the items required in the 2017-18 CRDC Survey):<https://crdc.grads360.org/#communities/pdc/documents/17574>

\* Excel Template School Form (used for entering school-specific information and has columns for entering data for up to ten (10) schools. An LEA with more than 10 schools may use additional templates. There is no limit to how many templates an LEA may complete):<https://crdc.grads360.org/#communities/pdc/documents/17576>

\* How to Import CSV Files into Excel Files:<https://crdc.grads360.org/#communities/pdc/documents/17714>

To access additional resources such as instructional videos, collection templates, technical assistance documents and data tips to assist in the submission of data, please visit the CRDC Resource Center at <https://crdc.grads360.org/>.

If you have questions regarding this mandatory data collection, then please contact the CRDC PSC. The CRDC PSC provides technical assistance to school districts on behalf of the U.S. Department of Education. The PSC is available to address questions Monday through Friday between 8:00 a.m. and 6:00 p.m. Eastern Time, excluding Federal Holidays.

Thank you,

CRDC Partner Support Center

Telephone: 855-255-6901

Fax: 888-329-3336

E-mail: [crdc@aemcorp.com](mailto:crdc@aemcorp.com)

CRDC Resource Center: <https://crdc.grads360.org>

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